

MARYLAND STATE HIGHWAY ADMINISTRATION
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT
CONSULTANT SERVICES DIVISION
707 NORTH CALVERT STREET
BALTIMORE, MARYLAND 21202

December 1, 2021

Contract No.: BCS 2021-14
Description: Pavement Management
Engineering Services - Statewide

EXPRESSION OF INTEREST ADDENDUM NO. 2

To All Prospective Offerors:

This addendum is being issued on the Advertisement for BCS 2021-14. All prospective Offerors must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Addendum No. 2 by signing, dating and attaching this addendum in the front of their submittal. Failure to attach this signed and dated Addendum No. 2 in the submittal may result in rejection.

Please be advised that the Expression of Interest delivery date for this procurement continues to be December 14, 2021 12:00 PM (NOON). Expressions of Interest received after the deadline will not be accepted no matter how transmitted and will be returned unopened to the Consultant.

Questions from Potential Offerors

The deadline for questions for this contract ended at 12:00 PM (NOON) on November 30, 2021. No further questions are being accepted or answered. The following questions are written Expression of Interest Questions received prior to the deadline of 12:00 PM (NOON) on November 30, 2021, from prospective offerors. The responses are provided for clarification to all prospective offerors in bold after the questions:

Q1: “Per Page 11 Section G. Rating Criteria - 1. EOI a) Key Staff will be rated on a 30-point scale. Could MDOT SHA provide the rating criteria scoring for the remaining sections?”

A1: The only criteria used in evaluating Expressions of Interest for the creation of a Reduced Candidate List (RCL) are Key Staff and Example Projects. Key Staff is rated on a numerical 30 point scale and Example Projects is rated adjectivally as either Acceptable or Unacceptable.

Q2: “Is Part I Section D Organizational Chart and Support Personnel Matrix included in the evaluation rating? Is it a part of the 30-point scale for Key Staff?”

A2: The Organizational Chart and Support Personnel Matrix are not included in the numerical rating of Key Staff.

Q3: “Per page 7, Item B.5. Section F - Example Projects, it states "Information provided in this section shall become part of the rating/evaluation criteria for this project." Per page 11 Section G. Rating Criteria - 1. EOI b) Example Projects rated either (A)ccceptable, (U)nacceptable. Could you please clarify if the projects are indeed scored Acceptable or Unacceptable or if there is an additional scoring criteria for the projects?”

A3: Example Projects are scored adjectivally as either Acceptable or Unacceptable.

Q4: “Per page 8, Item B.6. Section H - Additional Information, it states "Any information presented in Section H will be considered in the evaluation of the EOI." Could MDOT SHA provide the rating criteria scoring for this item?”

A4: Section H - Additional Information is not scored; however, failure to provide the information as stipulated in Item B.6 of the project’s solicitation will result in an incomplete submittal and could lead to a judgement that the Expression of Interest is not responsive to the stated requirements of the solicitation.

Q5: “SF330 Section E Key Staff Resumes - The RFP states that key staff resumes are limited to (5) pages in total for four (4) key staff members. Is this correct or was it meant to be four (4) pages in total?”

A5: The correct page limitation is four (4) pages.

Q6: “SF 330 Section H – Additional Information: The RFP specifies to exclude confidential personal information. Are there any other restrictions on what information can be included in Section H?”

A6: The projects solicitation states that Section H is limited to one (1) page.

Q7: “EOI Section C - Financial Responsibility and Insurance: What information is required as evidence of the consultant's financial capacity and as evidence that the consultant has measures of protection for the State against errors and omissions?”

A7 The Offeror (Prime or each constituent in a Joint Venture) must include a letter addressed to MDOT SHA providing evidence in the form of declarative statement(s) on current financial condition and certifying that 1) offeror has the financial capacity to provide the services; and 2) offeror has measures of protection for the State against errors and omissions. To be responsive to the insurance requirements, coverage

carried or proposed to be carried by a Prime or by each constituent in a Joint Venture firm shall be documented in current certificates of insurance (ACORD Forms) that include – at a minimum – all requirements stipulated in Item IV.C.2 and Item IV.C.3.

Q8: Numeral III refers to section 4f for information related to “Certification Regarding Investment in Iran” and “Discriminatory Boycotts of Israel in State Procurement”. However, section 4f includes information related to electronic transfer. What section of the EOI relates to “Certification Regarding Investment in Iran” and “Discriminatory Boycotts of Israel in State Procurement”?

A8: The reference in Section III to 4f is incorrect. The correct reference for information regarding Discriminatory Boycotts of Israel in State Procurement and Certification Regarding Investment in Iran is Section IV.D.1.

Q9 Section B1 states “A separate Section E form should be completed for each Key Staff proposed not to exceed five (5) pages total”. If there are 4 key staff, should the total pages be 4 (one per key staff) instead of 5? Please confirm.

A9: See A5, above.

Q10 Section B3 refers to step VI for information related to “Special Requirements - DBE Provisions” to complete Section C 11 of SF 330 form. However, step VI provides information related to Section H of SF 330 form. What section of the EOI relates to “Special Requirements - DBE Provisions”?

A10: The Special Requirements – DBE Provisions is located in Section IV.D.2 of the solicitation. Documentation of DBE Subconsultants in SF 330 C 11 includes firm’s name and address, description of the work/services to be performed, applicable NAICS Codes for the work/services to be performed, MDOT DBE Certification Number, and percentage of work to be performed (i.e. percentage of the total dollar value of the contract allocated to the DBE Subconsultant). In addition to DBE Subconsultants, all non-DBE subconsultants shall be listed in SF 330 C 11 with each firm’s name and address, description of the work/services to be performed, and percentage of work to be performed (i.e. percentage of the total dollar value of the contract allocated to the non-DBE Subconsultant).

**THE SIGNED ADDENDUM MUST BE INCLUDED IN THE SUBMISSION IN
FRONT OF THE TRANSMITTAL LETTER.**

Jada J. Wright

December 1, 2021

Jada J. Wright, Director

Date

Office of Procurement and Contract Management

Acknowledgement of Receipt

Firm Name

Signature-Authorized Official

Title

Date